



State Of Montana

Agency IT Plan

Template

FOR FY2010 - FY2015 IT PLAN UPDATE

Should you have any questions or comments regarding this template, or desire additional copies, please contact:

Warren Dupuis
CIO Support Officer
Telephone: 406-444-0415
E-mail: wdupuis@mt.gov
Website: <http://www.mt.gov/itsd/stratplan/statewideplan.asp>

INFORMATION TECHNOLOGY SERVICES DIVISION

Dick Clark, CIO
Warren Dupuis, CIO Support Officer

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TABLE OF CONTENTS

EXECUTIVE SUMMARY	1
SECTION 1: AGENCY CONTACT INFORMATION	2
SECTION 2: AGENCY IT MISSION	2
<i>2.1 Agency IT Mission Statement</i>	<i>2</i>
SECTION 3: AGENCY SECURITY PROGRAM	3
<i>3.1 Security Program</i>	<i>3</i>
SECTION 4: AGENCY IT PLAN – GOALS & OBJECTIVES	4
<i>4.1 Goals</i>	<i>4</i>
SECTION 5: IT INITIATIVES (FY2010 – FY 2015)	7
<i>5.1 IT Initiatives</i>	<i>7</i>
SECTION 6: ENTERPRISE ALIGNMENT	8
<i>6.1 State Strategic Plan for IT Alignment.....</i>	<i>8</i>
SECTION 7: EXPENDITURES	9
<i>7.1 Planned Agency IT Expenditures</i>	<i>9</i>
SECTION 8: ENTERPRISE IT INVENTORY	10
<i>8.1 Inventory Update.....</i>	<i>10</i>
SECTION 9: ADDITIONAL INFORMATION - OPTIONAL.....	10

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EXECUTIVE SUMMARY

The Commissioner of Political Practices is a small, independent regulatory agency responsible for the collection of campaign finance and lobbyist financial disclosure information. The agency is also responsible for resolution of related formal complaints as well as enforcement of the Montana Code of Ethics and certain required information disclosures for state officials and state employees.

Disclosure responsibilities are met primarily by requiring the paper filing of required financial disclosure statements. The Commissioner's office has been working toward an electronic filing system for required financial disclosure information since 2003.

The office is currently working with two vendors to implement a few remaining components of an online filing system for campaign finance information. Issues facing the agency's IT services capabilities are lack of funding, obsolescence and issues outside of agency control.

As of February 2010, the following have been successfully launched:

- Candidate Registration
- Candidate Financial Reporting
- Electronic Upload
- Candidate and committee document imaging and online search capabilities
- Lobbyist Registration and Fee Payment
- Lobbyist Financial Reporting
- Lobbyist Search and Download
- Lobbyist Document imaging and online search capabilities

Political Committee Registration, Financial Reporting, Upload, and the related public-facing search and download services haven't launched and at this writing remain past due.

The agency intends to complete and then enhance electronic registration and financial reporting systems. Online filing systems should eventually replace paper filing processes. The agency seeks to enhance these systems, especially as regards ease-of-use, with the goal of achieving legislative support for mandatory electronic filing for most users.

SECTION 1: AGENCY CONTACT INFORMATION

Agency Name:

Role: Plan Owner

Name: Mary E. Baker
Telephone Number: 444-2942
EMail Address: mabaker@mt.gov

Role: IT Contact

Name: Mary E. Baker
Telephone Number: 444-2942
EMail Address: mabaker@mt.gov

Role: IT Contact (Alternate)

Name: Dennis Unsworth
Telephone Number: 444-2942
EMail Address: dunsworth@mt.gov

SECTION 2: AGENCY IT MISSION

2.1 Agency IT Mission Statement

Our mission is to provide citizens ready-access to certain data about Montana candidates, political committees, lobbyists and lobbyist's employers. We seek to provide the information in a timely way and in user friendly formats, including downloadable, sortable and searchable formats.

To aid in achieving this, we seek to provide easy-to-use services that facilitate submitting all required statements and reports on-line.

SECTION 3: AGENCY SECURITY PROGRAM

3.1 Security Program

The Commissioner of Political Practices is dependent solely on ITSD for computer security. We ask again that ITSD provide regular assurance in the form of clear documentation that our Oracle database is being backed up daily to avert another instance of data loss similar to the catastrophic loss that occurred in the summer of 2006.

CPP maintains a paper file for every candidate, committee, principle and lobbyist due to a lack of confidence in electronic systems and the nebulous back-up regime. By statute, we are required to maintain records for a minimum of 10 years.

SECTION 4: AGENCY IT PLAN – GOALS & OBJECTIVES

4.1 Goals

Goal Number 1:

ITG 1 Complete our on-line campaign and lobby reporting systems

Description: Work that was contracted in June, 2003 has yet to be completed. We are working to see that the contractor completes that work so that we can start the next phase, which involves making the systems attractive to users and well-suited to reducing manual processes.

Benefits: Citizens will benefit by having improved disclosure of state and local political activity. Taxpayers will benefit from the savings resulting from modern business processes, replacing outdated manual processes. CPP staff will benefit from time freed up to spend on work that's more rewarding and productive in meeting our overall mission.

Which state strategic goal or objective does your goal address? Objective 2-5, expansion of eGovernment services.

Supporting Objective/Action

ITO 1-1 Complete the political committee reporting service as soon as possible.

Describe the business requirements or business problem driving this objective: Political committees are required to report frequently. At times there can be a great deal of data to report. Existing systems are paper-bound and the on-line service developed to meet this need is not ready. Deadlines in 2006, 2008 and now 2010 were not met.

Describe the benefits to be derived from the successful completion of this objective: Voluminous reports that come in on paper now and must be manually data entered and checked for, among other things, math errors, will be reported using a digital on-line service with some basic error checks.

Describe the anticipated risks associated with this objective: We are spending a huge amount of time and effort. Results come slowly and there's always danger that the project could stall and be difficult or impossible to restart. More likely risk is spending a lot of time for marginal results. And while it isn't costing us much in contractor payments, relatively speaking, we can only assume that someone is paying the bill for this extremely drawn-out process.

Describe how this objective supports the agency IT goal: It's an integral piece.

What is the timeframe for completion of this objective: As soon as possible; we are currently testing and retesting; we continue to find bugs.

Describe the critical success factors associated with this objective; i.e., how will you know when it has been successfully completed? We'll know this initial phase is completed when we see more than a few groups using it and see that the reported data is making it to the database accurately.

Goal Number 2:

ITG 2 Upgrade services to achieve ease-of-use and an attractiveness that lends itself to making these systems mandatory for politicians and lobbyists.

Description: These systems will not achieve a positive benefit to cost ratio until they're used by the majority of candidates and committees. Experience across the country shows that won't happen until use is made mandatory. Realizing that the users (candidates) must support that notion through a legislative vote, it's essential that the systems be attractive and easy to use.

Benefits: What benefits are realized and who realizes the benefits? Citizens will benefit by having improved disclosure of state and local political activity – on-line access to disclosure reports, rather than having to visit our office in Helena to request paper copies. Taxpayers will benefit from the savings resulting from modern business processes, replacing outdated manual data entry processes. CPP staff will benefit from time freed up to spend on work that's more rewarding and productive in meeting our overall mission.

Which state strategic goal(s) and/or objective(s) does your goal address? Objective 2-5, expansion of eGovernment services.

Supporting Objective/Action

ITO 2-1 Work with Montana Interactive or another vendor to enhance the candidate and committee registration and reporting services with a focus on ease-of-use.

Describe the business requirements or business problem driving this objective: Ease of use was not achieved in the initial roll-out of these systems.

Describe the benefits to be derived from the successful completion of this objective: Ease of use is assumed to result in increased use. To the extent use can be increased, manual data entry can be reduced. Further, public access is enhanced, as on-line reporting will make the information more readily available to the public.

Describe the anticipated risks associated with this objective: None we're aware of.

Describe how this objective supports the agency IT goal: This is central to our goal of making these systems mandatory for most users.

What is the timeframe for completion of this objective: Time-frames are perceived to be out of our control and indeterminate, given the lack of fiscal and other support.

Describe the critical success factors associated with this objective; i.e., how will you know when it has been successfully completed? When we achieve passage of legislation making these systems mandatory for most users we will have completed the effort. Near-term, intermediate success factors involve documentation and scheduling agreements on needed enhancements.

Supporting Objective/Action

ITO 2-2 Work with the State Administration and Veterans Affairs Interim Committee to develop support and a legislative proposal to make use of the candidate and committee registration and reporting services mandatory for nearly all users.

Describe the business requirements or business problem driving this objective: These systems will not achieve a positive benefit to cost ratio until they're used by the majority of candidates and committees.

Describe the benefits to be derived from the successful completion of this objective: Cost savings through elimination of manual data entry and storage of paper reports, an end to duplicate (on-line and manual) systems support, and ready access to data for the public.

Describe the anticipated risks associated with this objective: There's a continued risk that poor performance in delivering these systems will translate to lack of fiscal and overall support, further undercutting the agencies credibility and undermining our ability to perform our statutory duties.

Describe how this objective supports the agency IT goal: Again, it's integral.

What is the timeframe for completion of this objective: Crucial steps are out of our control (timing on enhancements due to our lack of money); time-frame is indeterminate at this point.

Describe the critical success factors associated with this objective; i.e., how will you know when it has been successfully completed? When we achieve passage of legislation making these systems mandatory for most users, we will have completed the effort.

One potentially feasible scenario would involve agreeing on functionality documentation and developing enhancements between July 2011 and December 2011 (our window of opportunity, given the very small staff here), followed by SAVA interim committee presentation in early to mid-2012 for legislative proposals to be written later in 2012 and presented in January, 2013.

SECTION 5: IT INITIATIVES (FY2010 – FY 2015)

5.1 IT Initiatives

Initiative 1 - Title: Lobbyist registration and reporting enhancements

Description: Take care of those items identified as “needs” that couldn’t be accomplished in the initial development of these services due to lack of time and budget and aren’t eligible for no-cost warranty or enhancement work..

EPP Number (if applicable): None yet assigned.

SECTION 6: ENTERPRISE ALIGNMENT

6.1 State Strategic Plan for IT Alignment

Please indicate which Communities of Interest your agency plans to be involved in. Agencies are asked to select at least one, but can select as many as needed. Further planning work by the communities of interest will take place following submission of agency IT plans.

- ☐ Government Services
- ☐ Public Safety
- ☐ Human Resources
- ☐ Environmental
- ☐ Education
- ☐ Economic
- ☐ Cultural Affairs
- ☐ Finance

We don't plan to be involved in any of these "Communities of Interest." Possibly you can provide more guidance than what's found in the instructions and the State Plan. We are an independent regulatory and disclosure agency. The interest community we're most closely associated with, and regularly work with, is the regulated community and non-governmental public interest groups.

SECTION 7: EXPENDITURES

7.1 Planned Agency IT Expenditures

<u>Expense Category</u>	<u>FY2010</u>	<u>FY2011</u>	<u>FY2012</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>
Personal Services						
Operating Expenses	* \$26,698	* \$26,698	† \$20,000	† \$20,000	† \$20,000	† \$20,000
Initiatives	** 40,000		50,000			
Other expenditures						
Totals	\$66,698	\$26,698	\$ 70,000	\$20,000	\$20,000	\$20,000

* ITSD Fixed Costs

** One-time-only biennial appropriation for IT Services to complete the Camtracker project. Since the project is expected to be completed in FY'10, all funds were moved to FY'10.

† On-going Database Management

SECTION 8: ENTERPRISE IT INVENTORY

8.1 Inventory Update

Has the Agency updated their IT Inventory Database as outlined in Section 8 of the instructions? Yes

Date that Agency last updated their IT Inventory: March 15, 2010

SECTION 9: ADDITIONAL INFORMATION - OPTIONAL

Nothing else to add.